The background is a dark blue gradient with abstract, flowing, curved lines in lighter shades of blue. A grid-like pattern of thin, light blue lines is visible, particularly on the right side, creating a sense of depth and movement.

# Wagner-Peyser Application Signature Operational Guidance Training

# Agenda

- What is changing and why?
- Signature before service
- Staff and Participant Signature Options
- Disability Version for Printing
- Reminders / Common Questions
- MSFW / Agriculture Remote Application and Addendum
- Demo
- Q&A

# Requirements of OG 03-2023: What is Changing?

- Starting July 1, 2023 (start of PY 2023), all completed Wagner-Peyser applications must be signed.
- Who does this impact?
  - This impacts Wagner-Peyser participants including MSFW, JVSG, RESEA, etc.
  - It does not impact Reportable Individuals (those receiving only self-service)

# Why is this Change Happening?

- This change is due to USDOL's TEGL 23-19, Change 2 (TEGL 07-18) which covers data validation.
- Wagner-Peyser has a list of required elements that must be validated.
  - see Attachment 2 of OG 03-2023 for the list – linked on **Resources** slide
- All of the Wagner-Peyser required elements can be met with a signed Wagner-Peyser application, which will fulfill Self Attestation guidelines.
  - Self Attestation is defined as a “written, or electronic/digital declaration of information... signed and dated by the participant.”



# How to Determine Who is Impacted?

- The date that matters is the participation/signature date – on and after July 1st, Wagner-Peyser applications must be signed
- Participation Date definition: the date an eligible applicant receives the first participation (staff-assisted) service and is enrolled in the program.
- If your customer is a Reportable Individual (RI) and you are enrolling them on or after July 1, 2023, then YES, their Wagner-Peyser application must be completed and signed

# Signed Application Before Service

- To ensure that applications are signed for data validation, a customer must have a completed, signed, and returned application prior to enrollment and delivery of any staff-assisted service
- In many instances, a customer may only be served by a staff person once before they exit, so it is critical that the Wagner-Peyser application be signed during the initial enrollment process.
- Any application that is unsigned will result in automatic failure for all elements of Wagner-Peyser data validation if that application is reviewed during the validation process.
  - Wagner-Peyser Data Validation depends on Self Attestation, which requires a signature

# RESEA Waiver

- Because of the current ongoing RESEA evaluation, it is imperative that every RESEA appointment be completed as scheduled.
- Staff should make every effort to acquire signatures for these Wagner-Peyser applications. However, in the event that collecting the signature puts an undue burden and extreme hardship upon the customer, there will be a temporary waiver to the signature before service requirement for that RESEA participant.
- This waiver is **TEMPORARY** for the duration of the RESEA evaluation and **only applies to RESEA participants**.
- Because this waiver is temporary, we encourage staff to work to get these applications signed since in the future, staff will be required to have all RESEA customers complete a signed application before the RESEA can be completed.

**Best Practice:** DWS advises staff to complete Wagner-Peyser enrollment prior to the RESEA appointment

# Staff Signature Options

- As a reminder, staff can store their signature under the My Staff Account section so that their signature does not have to be captured for each application
- Scroll to the bottom and click on Capture Signature
- Input your signature using either the Manual (using the mouse) or Topaz / e-Pad option, depending on what your office has
- Click Save

Welcome to My Staff Workspace [Nathaniel Coppley](#)

This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item.

My Staff Dashboard My Staff Resources **My Staff Account** Directory of Services

★ Indicates required fields.

### Staff Signature

Capture Signature

Remove My Signature

### Select Signature Input Method

Manual  
Using a pointer device

Topaz / e-Pad  
Using an electronic signature pad

Cancel

Sign Here

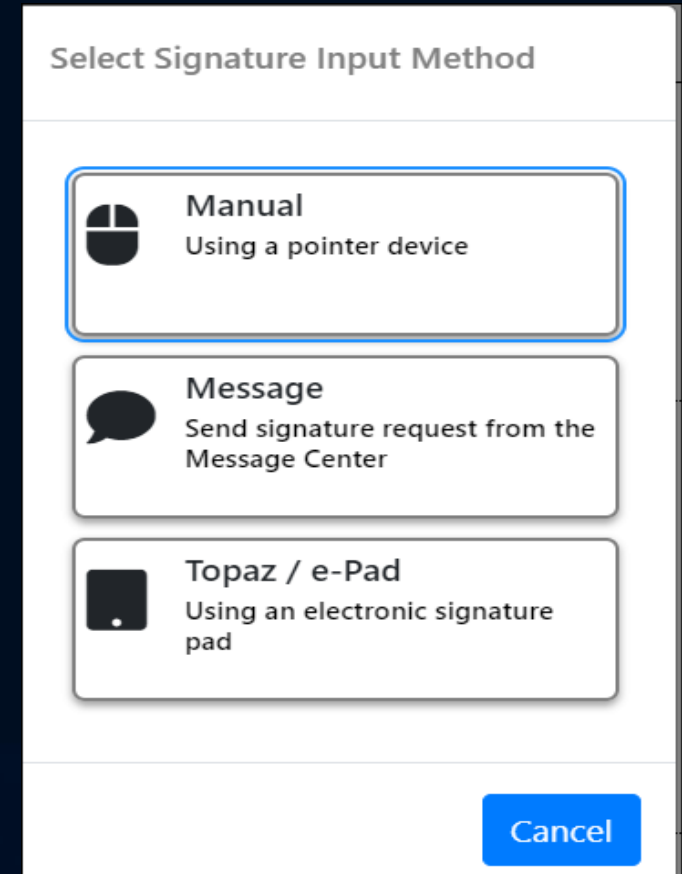
Clear Cancel **Save**






# Participant Signature Options

There are four different signature options for participants:

1. Physically signed application in office – the application is printed out, signed, and scanned back into NCWorks
2. Topaz / e-Pad – if the customer is in the office, an electronic signature can be acquired via the Topaz/e-Pad if your office has that equipment
3. Mouse – the customer can input their signature using the staff person's computer mouse
4. Remote Smart Device (Message Option) – if the participant is not in the office, a signature request can be sent via:
  - Internal Message in NCWorks
  - Email
  - Text Message



The screenshot shows a dialog box titled "Select Signature Input Method". It contains three selectable options, each with an icon and a description. The "Manual" option is highlighted with a blue border. The "Message" option has a speech bubble icon. The "Topaz / e-Pad" option has a small black square icon with a white dot. A blue "Cancel" button is located at the bottom right of the dialog box.

Select Signature Input Method	
	<b>Manual</b> Using a pointer device
	<b>Message</b> Send signature request from the Message Center
	<b>Topaz / e-Pad</b> Using an electronic signature pad

Cancel

# Physically Signed Applications Require Disability Version of Wagner-Peyser Application

- Starting July 1, 2023 (start of PY 2023), all completed Wagner-Peyser applications must be signed.
- To make sure that all required data validation items are included on physically signed applications, **the disability version of the application must be printed, signed by the participant, and scanned into NCWorks.**

NCWorks Online - Print Application - Work - Microsoft Edge

<https://www.ncworks.gov/vosnet/reports/PrintForms/ApplicationPri>

Select the type of form to print:

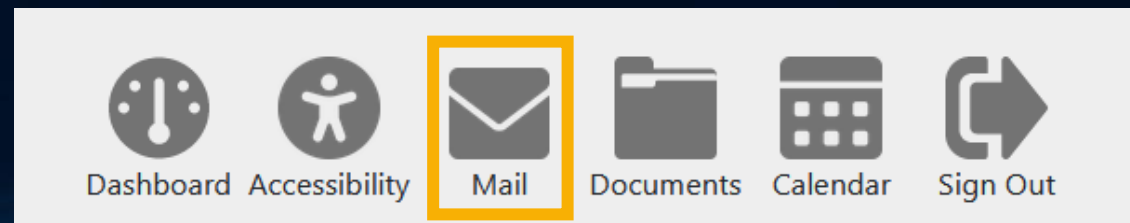
Print Application with disability information

Print Application without disability information

Close

# Reminders

- Because these Wagner-Peyser applications are being used for Data Validation using Self Attestation, it is critical that staff ask each question at the time of enrollment. Do not assume that prepopulated information is accurate.
- The remote signature option using the customer's smart device requires staff to check their internal messages in NCWorks for notice that the signature has been completed. **Please be sure to check these messages regularly.**



# Common Questions

- Do you have to update and resign the Wagner-Peyser application if the participant is later enrolled in a WIOA Title I program?
  - No. DWS understands that there may be differences between Title I and Title III applications due to the time interval that may occur between the applications being completed.
  - e.g., if an existing Wagner-Peyser participant is later enrolled in WIOA Title I (Adult, Dislocated Worker, Youth), there is no need to update the Wagner-Peyser application or have it resigned.



# Common Questions

- If staff are changing a Wagner-Peyser participant's enrollment by adding MSFW or JVSG, do you have to update and resign the application?
  - Yes. If you are changing the participant's program enrollment, this does require the application to be updated and resigned.
- Does this change require equipment modifications for Local Offices?
  - No. Offices are already equipped for electronic signature capture. Signatures may be acquired through use of the mouse, the Topaz / e-Pad, or remotely through a smart device. If your office does not currently have a Topaz / e-Pad, it is not necessary to get one since there are other signature acquisition options.

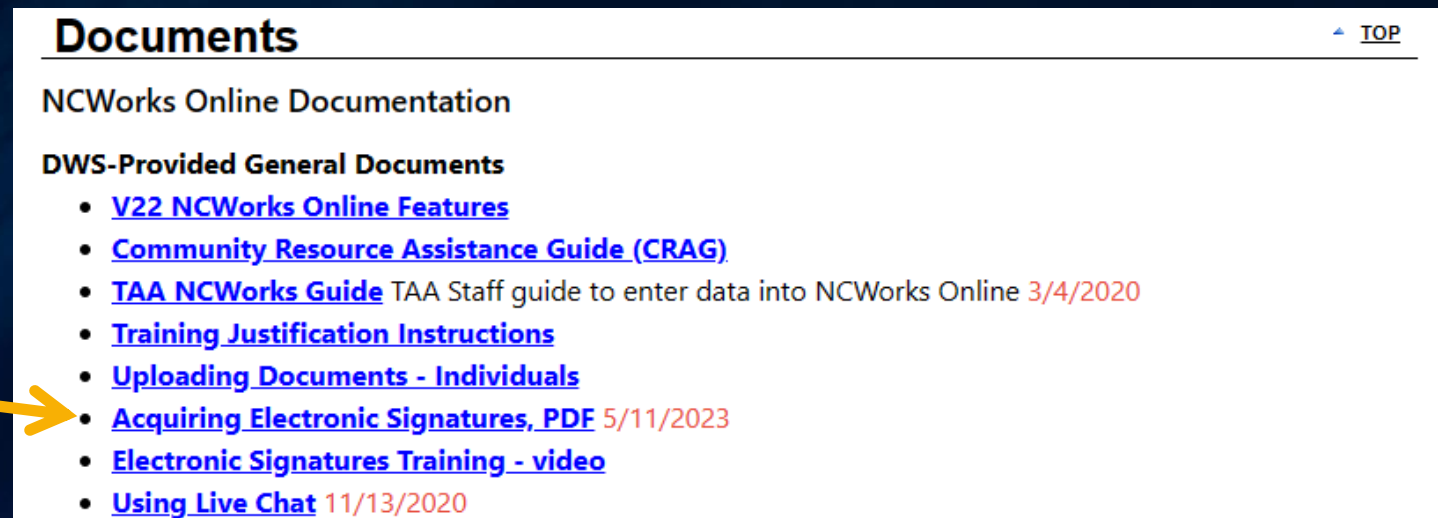
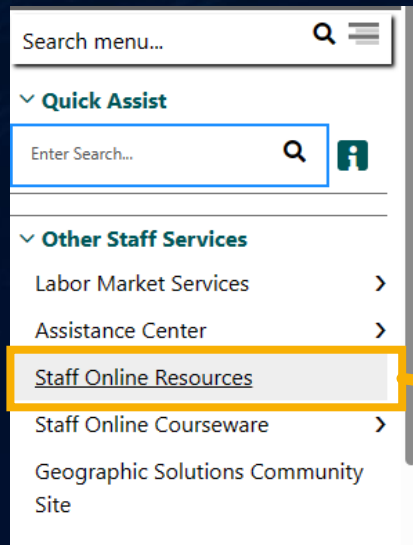
# MSFW/Agriculture Remote Application

- Operational Guidance 03-2023 includes a paper application that can be used for MSFW/Agriculture participants.
- DWS understands that there may be interest to create a similar paper application that can be used for all participants for job fairs or in situations where there is a power failure or NCWorks has gone down.
- Because of the need to include specific items to meet data validation requirements, we are requesting that WDBs refrain from creating their own versions at this time. This will avoid data validation failures that could result from validated items not being included on created applications.

**We will be releasing a universal paper application version that can be used in such situations.**

# Resources

- Operational Guidance 03-2023: <https://tinyurl.com/5eznw787>
- OG 03-2023 – Attachment 1: <https://tinyurl.com/2wc353me>
- OG 03-2023 – Attachment 2: <https://tinyurl.com/56ps6pcc>
- Electronic Signature Guide: NCWorks Staff Online Resources



# NCWorks Demo